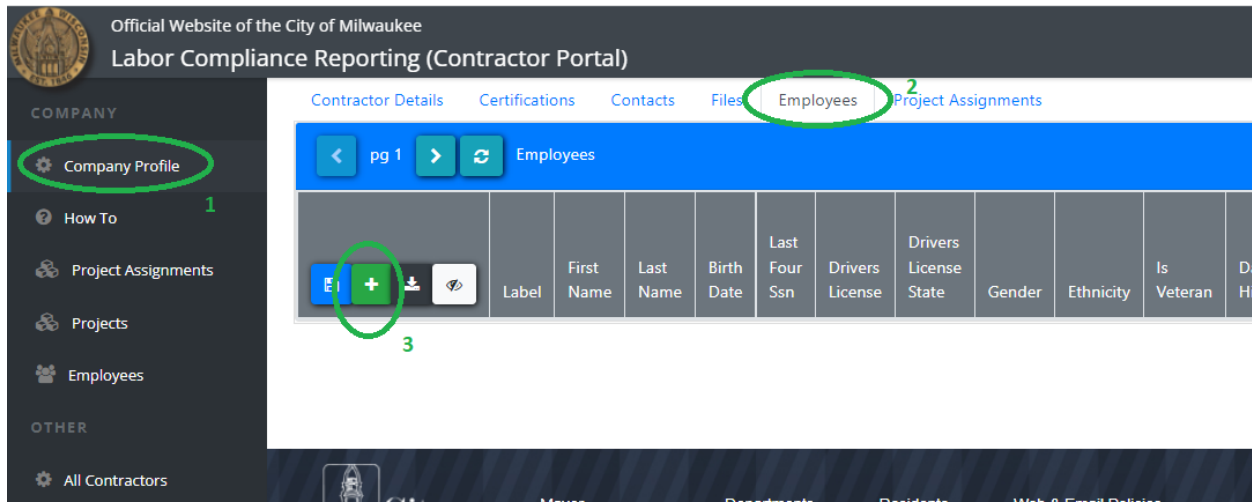


**Adding employees to a contractor: Click “Company Profile” on the sidebar, go to the “Employees” tab, and hit the green “+” button. Fill in the information in the form that pops up and hit “Create” (at the bottom)**



**Adding employees to a project:**

**Step 0: *If the employee has not been added to the contractor’s list of employees, that has to be done first.***

**Step 1: Navigate to the Contractor Assignment detail.**

Option 1: From the “Company Profile”, on the “Project Assignments” tab, and clicking on detail

Option 2: From the “Projects” sidebar item, enter some criteria and hit “Search”, find the project you want and click on detail, then go to the “Contractor assignments” tab of that, and click on detail.

**Step 2: Go to the “Project employees” tab and hit the green “+” button. In the form that pops up, fill in the name of the employee (it will auto-complete), any other information, and hit “Create”.**

*Note: You can only add employees that are employees for that particular contractor/sub-contractor. (It will let you select them, but then won’t let you save.)*

